



REPORTING A LOSS

Prompt Notice Required

1. All member employees should be instructed to notify the designated Risk Coordinator for your entity as soon as a loss occurs.
2. Notify the Utah Counties Indemnity Pool Claims Manager as soon as possible, whenever a loss occurs.
3. Report all losses as soon as possible. It is not necessary to wait until you obtain all the information.

How to Notify

Losses should be submitted by the Risk Coordinator online at: ucip.utah.gov

1. Hover over LOGIN and click Coordinator Login
2. Click on your entity
3. Enter the password provided to you by UCIP
4. Click on Report a Loss
5. Enter your assigned User ID and Password into ClaimZone Reporter
6. Enter each field with the information available about the loss

For fatalities, serious injuries and/or emergency situations, immediately call the UCIP Claims Manager, Korby Siggard, at (800) 339-4070 or (801) 386-2468.